

Structuring a round table focused on employment issues for English speakers in rural/remote Quebec involves several key steps to promote its success and sustainability. Here's a comprehensive plan to help you get started:

1. Define the Purpose and Objectives

Purpose: To provide a collaborative platform for organizations to discuss employment issues related to English speakers and broader employment concerns in rural/remote regions of Quebec.

Objectives:

- Exchange knowledge and best practices.
- Develop partnerships.
- Address common employment-related issues.
- Advocate for resources and support.

2. Identify and Invite Key Stakeholders

Potential Participants:

- Local government representatives (municipal, regional).
- Employment service agencies and organizations.
- Educational institutions (secondary, post-secondary, adult education centers).
- Local businesses and industry associations.
- Community organizations focused on economic development.
- Community organizations working with English-speaking communities.
- Chambers of commerce.
- Labor unions and worker associations.
- Indigenous community representatives, if applicable.

3. Organize the Structure and Schedule

Meeting Frequency: Quarterly (4 times a year) or less.

Meeting Length: 2-3 hours per session.

Meeting Format:

- Opening remarks and updates.
- Presentation on a key topic (rotating among members).
- Round table discussion.
- Breakout sessions for focused group work.

- Networking opportunities.

4. Develop a Governance Framework

Steering Committee: Form a small steering committee to plan and organize meetings, set agendas, and follow up on action items. Include representatives from different stakeholder groups.

Roles and Responsibilities:

- **Chairperson:** Facilitates meetings and represents the round table externally.
- **Secretary:** Manages meeting minutes, schedules, and communication.
- **Treasurer (if needed):** Oversees any financial matters, such as funding or sponsorships.

Rules of Engagement:

- Define membership criteria.
- Establish a code of conduct.
- Set procedures for decision-making (e.g., consensus, majority vote).

5. Plan the First Meeting

Agenda for First Meeting:

- 1. Welcome and Introductions:**
 - Introduce all participants.
 - Share the purpose and objectives of the round table.
- 2. Keynote Presentation:**
 - Present an overview of employment issues for English speakers in the region.
- 3. Round Table Discussion:**
 - Share current initiatives and challenges.
- 4. Breakout Sessions:**
 - Smaller groups discuss specific topics (e.g., training and education, employer engagement, policy advocacy).
- 5. Networking Session:**
 - Informal time for participants to connect.

6. Next Steps:

- Establish a schedule for future meetings.
- Assign tasks and responsibilities for planning the next meeting.

6. Facilitate Continuous Engagement

Communication:

- Set up an online platform (e.g., email group, Slack) for ongoing communication.
- Share meeting minutes and resources.

Evaluation:

- Regularly assess the effectiveness of meetings.
- Gather feedback from participants to improve future sessions.

Funding and Resources:

- Identify potential funding sources (e.g., government grants, sponsorships).
- Explore utilizing in-kind contributions from member organizations.

7. Promote and Publicize the Round Table

Outreach:

- Use local media, social media, and community networks to promote the round table.
- Highlight successes and key initiatives to attract new participants.

Documentation:

- Maintain records of meetings, decisions, and progress.

Sample Initial Invite Letter

Subject: Invitation to Join Regional Round Table on Employment Issues for English Speakers

Dear [Recipient's Name],

We are pleased to invite you to join a newly formed Regional Round Table dedicated to addressing employment issues faced by English speakers in [region name/area the table will cover]. This initiative aims to bring together key stakeholders to exchange knowledge, develop partnerships, and work on common challenges.

Our first meeting will be held on [Date] at [Location]. We hope you will join us in this collaborative effort to enhance employment opportunities and support for English-speaking communities.

Please RSVP by [RSVP Date]. We look forward to your participation.

Best regards,

[Your Name] [Your Title] [Your Organization] [Contact Information]